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23 June 1953

MEMORANDUM FOR: The Personnel Director
FROM: The Professional Selection Panel
SUBJECT: The Process of Selecting New Career Employees

1. As you are aware, the CIA Career Service Board has asked the Professional Selection Panel to make recommendations with respect to the process of selecting new career employees. A draft paper on this subject (copy attached) was discussed at the Panel's special meeting on 16 June 1953. Several of those present, including the advisor from the Personnel Office, expressed the view that the procedure proposed is an unnecessary duplication and that instead of creating such a new procedure, efforts should be made to strengthen and improve existing procedures.

2. The Panel accordingly requests that you furnish to the Panel for its guidance recommendations as to steps which can be taken to improve the existing selection process. Specifically, the Panel would appreciate your suggestions on the following points:

a. What means can be found to insure that each new employee, before entering full career status, goes through a period during which his character, personality, capability and performance are effectively examined, and that at the end of such period the employee is made aware of a significant change in his status?

b. What procedure can be devised to make such a period longer than one year in the case of employees occupying professional positions?

c. What means can be found to insure that all pertinent information concerning an applicant or employee is gathered in one file instead of being either unrecorded or dispersed in the files of many components of the Agency?

d. What procedure can be adopted which will insure that the decision as to the suitability of an applicant is reviewed by a responsible officer outside the requesting component and outside the Personnel Office?

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3. In order that the Panel may present its recommendations to the CIA Career Service Board at an early date, it is requested that your reply reach the Panel as soon as possible.

/s/

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Chairman

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